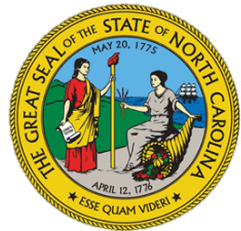# North Carolina Immunization Registry (NCIR)

Managing Users

User Guide

Last Updated: January 1st, 2022

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Overview

Overview

What is the North Carolina Immunization Registry (NCIR)?

The **North Carolina Immunization Registry (NCIR)** is a secure, web-based clinical tool which is the official source for North Carolina immunization information. Immunization providers may access all recorded immunizations administered in North Carolina, regardless of where the immunizations were given.

The purpose of NCIR is:

- To give patients, parents, health care providers, schools and child care facilities timely access to complete, accurate and relevant immunization data;

- To assist in the evaluation of a child's immunization status and identify children who need (or are past due for) immunizations;

- To assist communities in assessing their immunization coverage and identifying areas of under-immunization.

Now, let's get started!

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Adding New Users

Adding New Users

Reminder!

In order to add a user into the system, the user **must** have successfully registered with NCID and given you their user ID (i.e. username).

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Reminder!

The NCIR Agreement requires the following:

- Each practice must have at least 2 administrators.

- Administrators are responsible for adding new staff and must inactivate users when they leave the practice.

- A copy of the User Confidentiality agreement must be kept on file for all staff who access the NCIR.

- Every user must have their own user ID (multiple users sharing a single account is now allowed).

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Steps for Adding New Users

Step 1 of 6: Navigate to Manage Users

Select **Manage Users** from the left-side menu.
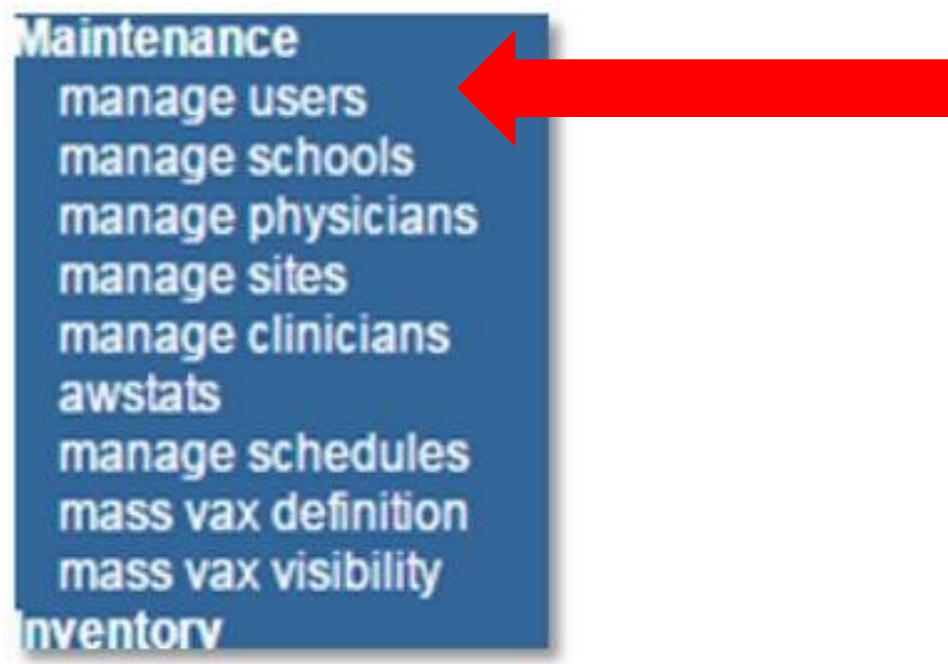
Audience

Administrator

Click **Add User**.

Audience

Administrator

Step 3 of 6: Enter Username

Type in the Username.

Audience

Administrator

Add User	Please enter the username (NCID User name) only and click on the verify button.

Provider Org Name 001 Final test organization
Organization Code Final

* Username [Athena]   [Verify]

* User First Name [ ]   [Save]
* User Last Name [ ]   [Delete]
User Middle Initial [ ]   [Cancel]
* Role [▼]
* Status ◉ Active ◯ Inactive
Street Address [ ]
Other Address [ ]   P.O. Box [ ]
City [ ]   * State [▼]   Zip [ ] - [ ]
* Email [ ]

*NOTE: Fields marked with an asterisk * are required.*

Note: Usernames can be obtained by clicking "Register" on the NCIR log in page.

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Click **Verify**.

Audience

Administrator

The system will retrieve the user's personal information. Confirm that the information is correct

Audience

Administrator

Step 6 of 6: Assign Role

Choose the appropriate user **Role**. Click **Save**.

Audience

Administrator

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User Roles

User Roles

- **Reports Only**
  - Searches for clients and views/prints client specific records

- **Typical User**
  - Has all functionality that the reports only role has
  - Manages (add & edit) clients
  - Manages immunization information

- **Inventory Control**
  - Has all functionality that the reports only and typical user roles have
  - Manages inventory and ordering

- **Administrator (at least 2 required per organization)**
  - Has all functionality that the other roles have
  - Manages users, sites, and clinicians
  - Runs practice-level reports, including reminder/recall

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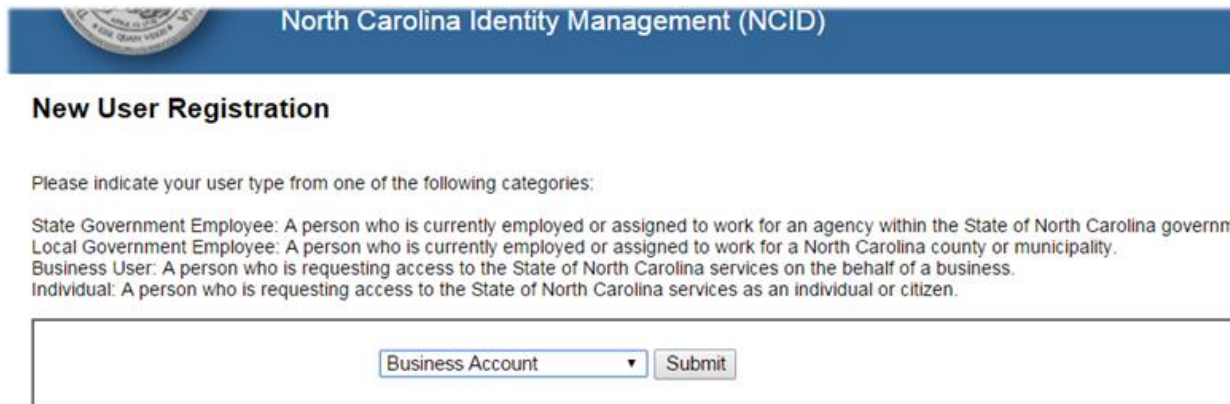HUMAN SERVICES

Things to Remember when Adding Users

Things to Remember when Adding Users

1. You cannot add a user who registered for an 'individual account' type. You will receive this error message:

Validation Errors

- *Users who registered for an individual account type cannot be added. Only business, local or state government user types can be added. Please have the user reregister through NCID to create a user id with the appropriate user type.*

- The user must re-register for a new account with NCID and select 'Business Account' type (*not applicable to LHDs).

North Carolina Identity Management (NCID)

New User Registration

Please indicate your user type from one of the following categories:

State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina governmer
Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.
Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.
Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

Business Account   ▼   Submit

Things to Remember when Adding Users

2. If the user has not registered correctly, has not activated their account through the email link from NCID, or if the user ID you entered was incorrect, you will get an error message.

Validation Errors

- Cannot add this user. This user is not defined in NCID.

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Things to Remember when Adding Users

3. Click **Find** with no names in the fields to see your full list of users.

Things to Remember when Adding Users

4. To inactivate, change the **Status** by clicking the 'Inactive' button.

Where to Go for More Help?

Questions?

Contact your Regional Immunization Program Consultant (RIC)
The RIC Coverage Map with contact information is located on the Immunization Branch website:
https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk
1-877-873-6247
(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)
https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee